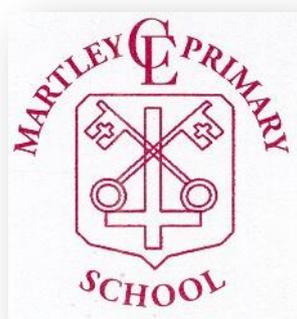


Martley CE Primary School



Staff Guidelines

Teaching Staff



Staff Guidelines

INFORMATION FOR STAFF

SCHOOL TELEPHONE NUMBER: 01886 888201

Email office@martley-pri.worcs.sch.uk

LIST OF STAFF:

Headteacher	Mr Andrew Massey
Deputy Head	Mrs Lucy Cox
Holly class (Rec/Yr1)	Miss Emily Smallwood/ Mrs Caroline Stubbs(Thursday)
Maple class (Year 1/Year 2)	Mrs. Lorna Bradshaw
Willow class (Year 3/Year 4)	Miss Daisy Richardson/Mrs Cath Mabbort
Rowan class (Year 4/ Year 5)	Miss Jo House
Oak class (Year 5/6)	Mrs Lucy Cox/Mrs Caroline Stubbs (Thursday)
SEND	Mrs Cath Mabbort

Support Staff:

Office Administrator	Mrs Carol Neathway
Teaching Assistants	Ms Kim Reeves, Mrs Linda Darby, Mrs Shena Chilvers, Mrs Naomi McIndoe Mrs Lynn Sivill, Mrs Sarah Potter, Mrs Kate Jordan, Miss Laura Lillis, Mr Ryan Norgrove

Pre-School Staff:

Manager	Mrs Kath Norgrove
Deputy Manager	Mrs Jo Stratford
Supervisors	Miss Stella Card, Miss Laura Lillis, Mrs Mary Griffiths, Miss Alison Norgrove, Mr Ryan Norgrove, Mrs Lena Cleall

Lunchtime Superintendents:

Mrs. Kate Jordan, Mrs Sue Walters, Mrs Kim Reeves
Mrs Christine Palmer

Cleaners:

Mrs Tania Long, Mrs Christine Palmer



It is expected that all staff at Martley CE Primary treat the children and staff with respect and kindness at all times. As representatives of a Church of England Primary school, staff should set an example to others demonstrating our Christian Values.

Martley CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

*' Creative hands, hearts and minds.
Preparing today's children
for tomorrow's challenges.'*

It is expected that every member of staff subscribes to the fulfilment of the School's Vision.

School Vision

Martley C of E Primary School provides a stable, caring and safe environment, underpinned by our Christian ethos, within which children and adults develop their own unique gifts. We foster responsible, happy and healthy young people, who will go on to make a positive contribution to society. Throughout school life we work together in a respectful and cooperative partnership.

Through high quality teaching and learning in a stimulating environment, we embrace challenge and perseverance, whilst encouraging creativity, curiosity and spirituality. Our children are equipped with Christian values and life skills, which will prepare them for an ever changing world.

We also explore other values every day. We learn and reflect upon these through our collective worship and our day to day life in school.

Our five core values are:

Co-operation, Compassion, Commitment, Creativity and Courage



Staff are expected to work and follow the school policies, including staff code of conduct.



Staff Dress Code

- To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.
- Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, flip flops and revealing clothes, such as short skirts or low cut tops, should be avoided. Where possible tattoos should also be covered and facial piercings should be discrete or covered. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role.
- Martley CE Primary and Pre-school is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.
- It is expected that staff wear PE clothing for PE lessons.

Pupil Dress Code

Details of school uniform are given in the School Uniform Policy.

Jewellery

It is encouraged that pupils do not wear jewellery to school. Should a pupil have pierced ears, plain/simple studs should only be worn and in order to comply with health and safety regulations, should be removed for PE activities. For the first six weeks after a new piercing, earrings must be covered with a plaster/surgical tape(provided by the pupil) during all PE activities.

Please note that the school will be unable to take any responsibility for any jewellery that is lost.

Watches

Watches may be worn to school. However, they must be removed and stored safely by the individual before each P.E session.

Please note that the school will be unable to take any responsibility for any watches that are lost.



Make Up

No make up or nail varnish should be worn on nails or toes.

P.E.

- * Children must remove watches for P.E. Surgical tape cannot be used to cover stud earrings.
- * Staff are not authorised to remove earrings.
- * Hair bands should be removed and long hair must be tied back.
- * Children must change into shorts and t-shirt and walk to the hall in pumps/plimsolls if the lesson is to be taken in bare feet.
- * Dark coloured tracksuits or jogging bottoms and sweatshirts may be worn in winter.

The uniform policy must be enforced by staff so that all children in each class know what they are expected to wear for P.E.

Practice in PE. Lessons

- * Where possible, staff should ensure all hazards are removed from the hall before the lesson begins.
- * Whilst pupils are on apparatus, they should be encouraged to work quietly.
- * Pupils must be trained to stop and climb down safely if the teacher requests this.
- * Safe handling of apparatus must be adhered to, in line with P.E. guidelines.
- * Staff should avoid using a whistle in the school hall.

General Daily Organisation

Please note that if staff are going to be absent through illness, they should ring the Headteacher at home between 6.30-6.45 am (home number), 6.45-7.30 am (mobile number) and then inform school before 3.15p.m. regarding their return to school.

All staff are reminded that requests for absence other than illness must be given, in writing, to the Chair of Governors, with at least six weeks' notice, if possible. Absence will only be granted on compassionate grounds, or in exceptional circumstances, as is the practice for granting absence for pupils. Absence will not be given for holiday.

Pupils may come onto the school playground from 8.45 a.m. onwards. Two supervising members of staff will be on duty on the playground from this time. If children have been asked to complete before



school responsibilities (e.g. chair monitor) then the teacher in charge of that class is responsible for the welfare of that child. Teachers should be available in their classrooms from 8:45. On wet mornings pupils who arrive early must wait in the covered outdoor reception area until they are called into school by the supervising member of staff. This will be no earlier than 8.45 am. All teachers would be expected to receive pupils for quiet activities in their classrooms on these rare occasions.

Registration

Lunch registers are distributed by a Year 6 pupil at the start of the morning session. These should be completed promptly by a staff member in the class. **Please see guidelines on marking registers (at the front of the register).** They will be collected by a Year 6 pupil. The attendance register should be completed electronically using the SIMS system. Log on details are contained in the Red folders in each classroom. Registration closes at 9.10 am and 1.10 pm. Registers should also be returned to the office by these times.

Pupils who arrive in school late must report to the office to be entered into the register before going to class.

*Absence notes: Each pupil should have a note (which may be in the form of an email, Class Dojo message or letter) to explain the reason for any absence in addition to any phone call that may have been made to the school. **Class teachers must insist on a note for absences.** These are kept as a record by the teacher for reference.*

The Headteacher and school administrator monitor attendance records and will either contact the parents or, depending on the circumstances, issue a standard letter to request parents to explain the absence and notify them of EWO involvement. The Headteacher should be informed in the event of staff having concerns about the attendance or welfare of a particular pupil.

Money: The vast majority of money requested for outings etc is collected electronically through the school Parent Pay system. In the rare event that cash is requested to be brought into school it should be sent to the Office Administrator without any delay. Class records should indicate that money has been received but no further details are needed as money will be checked by the administrator. A Teaching Assistant should bring any money handed in, to the school office.

Break Times

Water is brought daily by the pupils in a labelled drinks bottle. It is also available for top-ups in school throughout the day. Some pupils will have a carton of milk at morning break. Fruit is provided daily at school for Reception and K.S.1. Other pupils are encouraged to bring a healthy snack to be eaten during break. Chewing gum, sweets and lollipops are not allowed at any time during the school day.



Each member of staff will be on duty on a rota system which is organised and supervised by the Deputy Head (who will arrange duty cover for staff absence). When applicable, teachers themselves must give their supply teacher prior notice to cover their duty and inform the Deputy Head.

Staff on duty must be in the playground before any pupils are dismissed from class. Teachers must always check that a teacher is in the playground before sending pupils out.

A teaching assistant will accompany the teacher on duty to deal with basic first aid and any other issues at the request of the teacher.

The teaching assistant on duty will collect the first aid bag and folder, make and bring a drink in a suitable 'safe' thermos type cup for themselves and the teacher on duty. The teaching assistant on duty should make arrangements with their own class teacher to leave the room earlier to be prepared for break duties.

Each class teacher is responsible for supervising their class in the cloakroom areas and en route to the playgrounds to maintain an orderly routine for the movement of pupils and reduce the risk of accidents. **Bags and coats should be checked to make sure that they are not causing an obstruction in the corridor by being left on the floor.**

No pupil should be left unsupervised in the classroom or elsewhere in the building and staff should be in the classroom to receive pupils at the beginning of every lesson.

At the end of playtime teachers should collect their classes promptly on the bell from the playground where they will be lined up by the duty teacher. Vigilance and additional supervision during this time of all children is supportive of colleagues.

As a daily routine, duty staff should encourage and supervise litter disposal so that the playground and garden areas are left tidy. Duty staff should focus on supervision – it should not be seen as an opportunity to chat with other staff on duty.

In dry weather, pupils are allowed on the grass.

Playground rules:

- Climbing on fences, the maze or gates is forbidden and pupils should be reminded to take care when playing on the climbing equipment, log trail or in the outdoor classroom.
- The playground is zoned. The Ball Pen and climbing equipment/carpet area are available on a rota. The 'Peace garden' is available to all for quiet activities.
- Each class is provided with 2 balls, colour coded to that class, at the start of the year. Once lost no replacement is given. Balls from home are not permitted.
- Additional small play equipment can be provided and supervised by staff on duty.
- Only pencils or writing tools taken out at break by the supervising staff should be used at the designated writing/colouring areas, (safety precaution). Chalks may be occasionally used as a recreation activity. Children should not write on walls, fences or equipment, only the floor.



- Green permission bands: Green permission bands should be held by duty staff member on the playground. These should be brought to and collected from the staff member by a pupil at the start and end of break. **The duty teacher should count these at the start and end of break** to help keep a track of the number of pupils inside the building at break times. The Pupils must ask the permission of the Teacher or person on duty to re-enter the school building during play or lunchtime. A green permission band must be given by the duty staff to the child and this should be returned to the duty staff by the borrowing child to help ensure safety.
- Toilets – all children to use the toilets in Key Stage 2 at break times.
- Personal toys are not permissible with the exception of skipping ropes or other small acceptable play toys which have been agreed with the Head and the School Action Council.
- Pupils are not allowed on the grass areas or around corners of buildings without permission from the staff on duty.
- Any pupils demonstrating inappropriate behaviour is dealt with according to the Behaviour Policy.

Accidents at Break Times

The teaching assistant on duty can deal with basic accidents. Minor cuts and grazes can be washed by the children themselves, accompanied by one other child, with the supervisory permission and checking of the teaching assistant on duty. Any issue that is more serious which requires a further opinion should be referred to a First Aider to review the child as well. This can be done by either sending the child into school with another child to the First Aid area where a First Aider can be called, personally bringing the child in to the First Aid area (if felt serious enough and the child can be moved safely), or sending in for help to the Office/nearest adult if an emergency.

Bumps to the head should always be given serious consideration. Class teachers must be informed so that notes may be sent home and staff can speak to parents at the end of the day if possible. Accidents which warrant treatment or cause concern (head and limb injuries) should be entered into the Accident Folders. If in any doubt, contact the Head Teacher or Deputy Headteacher.

The First Aid point is located near the main office. At lunchtimes, injuries will be treated by lunchtime First Aiders. Lunchtime Supervisors will always ensure class teachers have been informed of any head bumps /serious First Aid incidents occurring during lunchtime.

Wet Break Times or Lunch Times

During a wet break times, teaching staff remain in their class to supervise children when appropriate games and activities can be chosen. A drink is brought to staff. Teaching Assistants may be available to allow staff a few moments break.



At lunchtime, supervisors are allocated to each class / Key Stage to look after pupils and supervise them for the duration of the lunch break.

Teachers should provide suitable materials for a wet play break; computers and scissors are not to be used at these times.

All duty staff should focus on supervision – it should not be seen as an opportunity to chat with other staff on duty.

Teaching staff should return promptly to their classes in time to release their lunchtime supervisor at 1.0pm at the end of the lunch break.

Lunchtime

All pupils either bring a packed lunch or are served hot dinners in the hall. Lunchtime Supervisors are responsible for supervising the pupils whilst eating their lunches and afterwards, at lunchtime play.

The Head and Deputy Headteacher have overall responsibility at lunchtime, but if staff are on the premises it is expected that due care and consideration is shown by all.

Staff in Holly and Maple classes (Reception and Key Stage One children), should ensure that children are prepared for a quiet entry into the lunch hall from 11.55 am. Monitored and staggered visits to the toilets and handwashing facilities in preparation for lunch should form part of the routine for the children, led by the class teacher and teaching assistant. An opportunity for a class 'giving thanks prayer' should also be provided for the children before they line up for lunch at the hall door where they will be met by a lunchtime supervisor. Most Reception and KS 1 children eat hot dinners and initial support with helping the children into this routine is appreciated.

At the end of lunchtime, the bell rings at 12.57. A whistle is blown by one of the supervising senior staff and the children are lined up. Teachers should collect their children promptly from the playground. Lunchtime supervisors should liaise with class teachers as necessary to pass on any information regarding issues or positive message regarding playtime pertinent to children in the class. The class teacher supervises calm re-entry to the school, including sensible use of the cloakroom.

A class should never be left waiting unattended at any time for their teacher.

Moving Around School

Pupils should learn that whenever they are in a line they are quiet and that when moving around school they are quiet out of consideration for others working. They should be brought into the hall in silence for lessons, assembly, hymn practice and taken out in silence under **the supervision of a staff member**. **Classes should not leave the hall unsupervised.**



The class teacher is responsible for maintaining consistent practice and for ensuring adequate, appropriate and orderly supervision of pupils as they move from one part of the building to another. This is particularly vital when children use cloakroom areas. Due to the limited space, it is not always wise to send a whole class together. It is better practice to consider sending one group at a time.

All staff have a common responsibility to ensure orderly conduct of all children.

Afternoon Dismissal

Please allow a short amount of time before the 3.15 (Holly and Maple classes) / (Willow, Rowan and Oak classes) 3.20 p.m. bell for:

- Pupils to tidy their tables and pick up any litter
- Pupils to stack chairs
- Pupils to collect coats and bags from the cloakroom
- **Pupils must not be dismissed until their appropriate bell**

Staff supervise pupils until they are collected by parents/carers from their allocated exit door (class fire exits for all classes except Holly class who are dismissed from the 'children's entrance' by the wooden maze). Children travelling home by bus should be sent to the school hall promptly on the second bell where a supervising member of staff will collect them and take them to the bus etc. The class teacher should take or send any pupil who is attending after school club to the hall who will be supervised initially by the bus duty staff and then the designated staff (duty rota) who will supervise until they are collected by the After School staff (by 3.30 p.m.) Any child not collected from their exit door should be brought to the hall by the class teacher who will inform the supervisory designated staff member (duty rota) of their presence. If the child is not collected by 3.30 then the designated staff member (duty rota) should inform the Head/deputy/office administrator so that the parents will be telephoned/alternative arrangements made. Note: The teacher who initially sent the child to the hall should personally check that the pupil has later been collected. Any queries or concerns should be reported to the Head or Deputy Headteacher.

Health and Safety

Each member of staff should refer to the School Health and Safety Policy. A copy is saved on the staff share network and a paper copy is available in the office.

Any potential hazards or maintenance should be recorded on the Health & Safety record sheet in the office. The health and safety of pupils and staff is of paramount importance at all times. Clear guidelines for all health and safety matters are in the policy.

Please make yourself familiar with first aid regulations and all fire notices around the school.



Fire Alarms

Fire Alarm practice takes place every term. All Staff should follow the procedure and take children to the allocated place ('Ball Pen' area on playground). Fire Alarm practice should take place as calmly and quickly as possible.

Prescribed Medicines

These only are administered and only if unavoidable (by a qualified First Aider, the Head/Deputy or the School administrator). These should be brought to the office by the pupil's parent/guardian with written instructions and permission for the medicine to be administered (the medical permission form can be obtained from the school office and on the website). Class Teachers should ensure they send pupils to the office at the appropriate time to receive their medication. Any other 'medication', such as cough sweets, lip salve, creams or ointments for rashes etc **must not** be administered, or kept by the child to administer. Please refer to the Medicines Policy on Staff Share for further information including advice on inhalers and epipens.

Medical Health Care Plans

Important information relating to the pupil's health must be kept in teacher's Red files. Copies are also displayed in the school office and staff room.

Supply staff must also have access to this health information. Teachers should inform their lunchtime superintendents about pupils' needs in their care.

Child Protection/Safeguarding

The Designated Safeguarding Lead, Mr Massey or deputy designated lead, Mrs Norgrove (Pre-school) should be informed immediately of any cause for concern relating to children's welfare at any time.

At staff meetings, a regular agenda item is provided to give staff the opportunity to inform colleagues of non-confidential issues and communicate relevant information.

Class teachers should record any safeguarding issues on the appropriate forms (available in class and office red folder) and given to the DSL or deputy DSL in accordance with the Safeguarding Policy. Behaviour issues should be recorded in in the class record book, ensuring the Headteacher is informed of these regularly.

Teaching Assistants and Lunchtime Supervisors must let class teachers know of any concerns they have regarding pupils in their class.



Behaviour

All staff should be familiar with and fully implement the school Behaviour Policy. Each class should also establish its own set of positively phrased rules in accordance with the whole school rules and policy at the beginning of the school year.

The class teacher has direct responsibility for reinforcing positive behaviour and discipline of all the pupils in his/her care during the school day. The Head and Deputy Headteacher have responsibility for maintaining and monitoring discipline in school and staff should refer problems to them in the first instance.

The Headteacher is consulted and informed when there is a serious ongoing problem that cannot be resolved by the Deputy or staff.

Curriculum and Recording

All staff must be familiar with all school policies and consult them whenever the need arises.

Individual class Red files and daily teaching and planning files (maybe electronic) should be available for monitoring by the Head and Deputy Headteacher and subject co-ordinators.

Reading records should always be available in class and the English Subject Leader, in the first instance, kept informed of any concerns.

Parent's Consultation Evenings are held in the Autumn and Spring terms and a full report on the pupil's progress is sent to parents in the Summer, with optional consultation.

Parents may request a consultation at any other time of the year by making an appointment through the class teacher or Head teacher.

Teaching Assistants

Teaching Assistants are expected to carry out all duties in line with their agreed job description.

Assessment

(Refer to the Teaching and Learning Policy, Marking and Feedback Policy and Planning and Assessment Policy for further guidance).



Teacher's professionalism in making ongoing assessments forms a major part of ascertaining a pupil's level of progress. Therefore, pupils' work must always be kept marked up to date in accordance with the whole school Marking and Feedback Policy and will form evidence of ongoing attainment. Pupils' books will be monitored periodically by the Headteacher, Deputy and subject leaders as part of school self-review.

Planning for specific assessment tasks will be built into termly planning following consultation at staff curriculum meetings and with guidance from the subject co-ordinators.

Testing is also used to support teacher assessment throughout the school, formally and informally across the curriculum.

Targets are to be set for all pupils in reading, writing and maths. Results of assessments should be recorded in accordance with the agreed guidance of the relevant subject leader/Head/Deputy. This data will also be monitored periodically by the Headteacher, Deputy and subject leaders as part of school self-review.

Printing and Photocopying

All teachers have their own photocopier code. This should be used for all class work and general co-ordinator work. Please ensure your P.P.A. cover and class T.A. know your code. If subject leaders are sending letters or information home to all pupils or families, they can use the office code (check with Headteacher.) Staff wishing to do colour photocopying should first check with the office administrator or Headteacher. **Staff are required to keep photocopying to a minimum.**

All teachers' and pupils' computers are connected to the main printer in the school hall. A separate printer is also available for back up purposes in the 'Learning Pod'. Pupils should not print work unless directed to do so by the class teacher. Please ensure all pupils are instructed on how to use the printer key – i.e. not to press the key repeatedly. Teachers should **not** use the 'Learning Pod' printer for multiple copies of worksheets and both staff and pupils should avoid printing colour backgrounds to worksheets. **Please think before you print!**

S.E.N.D- Special Arrangement Plans

It is the responsibility of class teachers in liaison with Mrs Cath Mabbort, SENDCO to complete a class provision map and individual provision maps for pupils on the SEND register. These must be reviewed at least termly and kept in Class SEND files and on the staff share. They must also be shared with Teaching Assistants.



Classroom Organisation and Display

Classrooms should be organised in such a manner that pupils can be as independent as the environment permits with regard to the retrieval of resources needed to facilitate their learning. Pupils should be encouraged to respect their working areas and always leave them neat and tidy.

Class display should reflect areas of the curriculum and provide scope for interaction, learning, inspiration and pride in achievement (Refer to Classroom Organisation Display Policy for further guidance).

In addition to classrooms, the staff have shared responsibility for public areas of school.

School Visits

School visits are an integral part of the curriculum and emphasise the educational and social importance in supporting children's learning. Policy and guidelines set out expectations for organising school visits – see EVC Policy/

All parents must give written permission for their child/ren to go on school visits. All letters concerning the visits must be first seen by the Head before being sent home. The dates of the visits should be planned well in advance, ideally the term before and no less than 6 weeks before the date. Details of the planned visit should be given to the Headteacher, in order to obtain Governor approval of the visit.

Support within Classroom

The class teacher is always responsible for the progress and safety of his/her pupils. Clear guidance must be given to all support helpers as to what is required of the pupils in any task they are engaged in supervising.

Parent Helpers

All parent helpers (and any adult working with pupils) must first provide a police disclosure check form (DBS) and all visitors must sign in at the office. They should be given clear guidelines by the class teacher as to the scope of their work. They are offered refreshments at break time. Parent helpers should not use the staffroom.

We discourage parents regularly helping in their child's class, other than to accompany class trips, but they are welcome to support other classes. Please discuss with the class teacher and Head/Deputy.



Supply Teachers

Supply teachers are required to refer to the planning files of staff they stand in for, if available. To assist them please ensure your weekly timetable and termly overview curriculum planning grid are available for reference in the red file in the classroom. All marking should be completed and daily planning notes written to inform the class teacher of work covered and any other relevant information.

Separate guidance for supply teachers is available for reference. A copy should always be available within the class teacher's red file.

Staff are responsible for keeping red files up to date – **see appendix**

Communication

Parents are a vital part of the partnership in school and must be treated with respect at all times. All communications must be professional and courteous; this includes verbal, non-verbal and written communication. All letters sent home from class teachers must be approved by the Head or Deputy prior to being sent out. A copy should be kept in the 'Letters to Parents' file in the office.

Parents are encouraged to inform us of anything likely to affect their child at school and, likewise, we have a duty to do the same. Appointments may be made at any mutually convenient time and the Headteacher should always be kept informed in order for her to always be available to assist/support if necessary.

In the event of a potentially difficult or sensitive issue, always check with a teaching colleague and/or senior colleague before making contact with parents. Senior staff should also be informed of any incidents where communication has become difficult or contentious (including messages on Class Dojo).

Class Dojo

(See Behaviour Policy for more detailed guidance on learning behaviours and Dojo).

Class Dojo is also used as a communication tool between school and home. Communication should be professional and courteous at all times. Class Dojo should be checked by the class teacher from 8am in the morning but set to out hours after 5:30pm so that parents understand that messages will not be replied to out of these hours. Any staff response should only occur between these times.



Information Technology and Data Protection

Everyone using computing equipment has a duty of care to use it according to prescribed arrangements, e.g. to avoid introducing computer viruses, to comply with the Data Protection Act, and to safeguard and ensure the security of information.

You must familiarise yourself with the schools' ICT policies, including use of the internet. In particular, all use of the internet and email facilities must be authorised, legal, appropriate and in accordance with the provisions of the school policies. Personal use of any facilities – including laptops – must be authorised and only undertaken at times deemed appropriate by your Headteacher.

Users shall not use the internet or email for the following:

- to knowingly break the law
- to fail to comply with existing school or county council policy
- to compromise the integrity of any network of system
- to access, display or transmit any kind of sexually explicit material or any offensive or discriminatory material of any kind
- to make unauthorised contact with outside bodies
- to download software or play games
- to bet or gamble
- to disclose private or confidential information.

Failure to comply with the policies in force or any unauthorised use of such facilities will be dealt with in accordance with relevant disciplinary procedure.

Employees should also take account of policies on cyber bullying.

Employees should also be aware when they are using personal IT equipment for undertaking school related business that the same rules apply. Please refer to your Headteacher for a copy of your school's full policy on appropriate use of IT.

You should not use social media in any way that might bring your professional status or your school into disrepute. You should not accept pupils as 'friends' or 'followers' and should not 'follow' or have any personal connections with pupils on any social media or other internet sites.